

## Low Documentation (Lo-Doc) OL Loan Processing Guide

NAME OF APPLICANT		TYPE OF OPERATION	
CASE NUMBER		REMAINGING YEARS OF ELGIBILITY	PRIORITY CONSIDERATION <input type="checkbox"/> <input checked="" type="checkbox"/> If YES
BEGINNING FARMER <input type="checkbox"/> Yes <input type="checkbox"/> No	SDA APPLICANT <input type="checkbox"/> SDA-Ethnic <input type="checkbox"/> SDA-Gender <input type="checkbox"/> No		ALSO INVOLVES <input type="checkbox"/> DALRS <input type="checkbox"/> Guarantee <input type="checkbox"/> Transfer <input type="checkbox"/> Subordination
TOTAL LOANS REQUESTED \$ _____ OL    \$ _____ Subordination    \$ _____ FO    \$ _____ EM			
<b>LO-DOC TEST</b>			
Yes	No	NA	The applicant must:
<input type="checkbox"/>	<input type="radio"/>		Be applying for an OL loan.
<input type="checkbox"/>	<input type="radio"/>		Be current on all payments to all creditors including FSA.
<input type="checkbox"/>	<input type="radio"/>		Have not received primary loan servicing or disaster set-aside on FSA debt within the past five years.
<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>	The requested loan is \$50,000 or less & the total OL indebtedness at the time of closing will be less than \$100,000 or
<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>	The loan requested is used to pay annual operating expenses & the applicant is an existing FSA borrower who received and repaid on schedule at least 2 annual OLs. (Mark NA for new customers).
⇨ IF ANY ITEMS ABOVE ARE MARKED "NO", LOAN REQUEST CANNOT BE PROCESSED AS A LO-DOC LOAN ⇨			
<b>LOAN SUMMARY</b>			
LOAN TYPE	ASSISTANCE CODE		INITIAL OR SUBSEQUENT <input type="checkbox"/> <input type="checkbox"/>
LOAN AMOUNT		INTEREST RATE	LIMITED RESOURCE RATE <input type="checkbox"/> <input checked="" type="checkbox"/> If YES
		TERMS IN YEARS	AMOUNT OF IMMEDIATE ADVANCE
		DISBURSEMENT BY: <input type="checkbox"/> EFT <input type="checkbox"/> Check	
PAYMENT SCHEDULED FOR PROPOSED LOAN <div style="display: flex; justify-content: space-between;"> <div>             \$ _____ on _____              \$ _____ on _____              \$ _____ on _____              \$ _____ on _____           </div> <div>             \$ _____ on _____              \$ _____ on _____              \$ _____ on _____              and \$ _____ Due _____ Thereafter           </div> </div>			
APPROVAL AUTHORITY: _____ Unpaid Principal Balance: \$ _____ FLO, CED, FLM, DD, SED (Circle One)      Amount of new Loan: \$ _____ <div style="text-align: right;">Total: \$ _____</div>			
LOAN(S) PURPOSES: _____			
TEST FOR OTHER CREDIT: REPAYMENT MARGIN _____ %    ADDRESSED IN (✓ BOXES): <input type="checkbox"/> ASSESSMENT <input type="checkbox"/> EXHIBIT A - 1951-F <input type="checkbox"/> FORM FSA 1940-38 (EM) <input type="checkbox"/> REJECTION LETTERS			
TYPE OF LIEN SEARCH TO BE DONE (i.e. UCC, EFS, ASL, County Records, Title Report, Business Registry Search, etc.): _____			
SEARCHES TO BE DONE ON THE FOLLOWING NAMES (include individuals, assumed business names, corporation, partnership, LLC, etc.) _____			

SECURITY CONSIDERATIONS					
SECURITY TO BE TAKEN	LIEN POSITION	PRIMARY SECURITY	ADDITIONAL SECURITY		
<input type="checkbox"/> Crops					
<input type="checkbox"/> Livestock					
<input type="checkbox"/> Equipment					
<input type="checkbox"/> Real Estate					
<input type="checkbox"/> Other:					
VALUE OF SECURITY					
TYPE OF SECURITY	APPRAISAL DATE	CLASSIFICATION ➤ LOAN VALUE<	PRIOR DEBT (INC. FSA'S)	PROPOSED FSA, OTHER DEBT	EQUITY
Chattels					
Real Estate					
Crops, Lvst On Hand					
Crops, Lvst Projected					
Chattels Acquired					
Other					
TOTAL					
<b>SECURITY IS ADEQUATE(?)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>LOAN TO VALUE CALCULATIONS:</b> $[\text{LOAN VALUE} \div (\text{TOTAL EXISTING DEBT} + \text{PROPOSED LOAN})] \times 100$ <div style="text-align: center;">150% RULE FOR D-OLs IS MET <input type="checkbox"/>      NOT MET <input type="checkbox"/></div>					
<b>UCC/EFS:</b> List Security that is to be excluded on UCC/EFS-1 or the Amendment from standard language: <hr/>					
<b>CROPS TO BE LISTED ON EFS:</b> _____ <b>COUNTIES TO BE LISTED ON EFS:</b> _____					
<input type="checkbox"/> <b>WRITTEN FARM ASSESSMENT ATTACHED INCLUDING:</b> 1. Type of operation, 2. Goals, 3. Real estate and facilities, 4. Chattel property, 5. Farm business organization & key personnel, 6. Historical performance & financial data (including record-keeping), 7. Projected budget, 8. Planned changes, 9. Ability to obtain guaranteed credit, and 10. Supervision and training.					
<input type="checkbox"/> <b>PROPOSED LOAN CLOSING REQUIREMENTS COMPLETED IN PART IV</b>					
RECOMMEND BY: _____ DATE: _____ APPROVAL OFFICIAL'S COMMENTS: _____ <hr/>					
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Proposed closing requirements reviewed & completed in Part IV					
APPROVAL OFFICIAL'S SIGNATURE: _____ DATE: _____					

## FARM LOAN PROGRAMS - LO-DOC OL DIRECT LOANS

APPLICANT'S NAME: \_\_\_\_\_

**PART II ITEMS REQUIRED FROM APPLICANTS FOR A COMPLETE APPLICATION**

Date Received	By Whom	(Required for Lo-Doc OL Loan)
_____	_____	(1) Written request for priority consideration from prevailing claimant under Consent Decree. (Date received)
_____	_____	(2) Exhibit A to 1910-A, Letter requesting information needed for a complete Farm Loan Program application. (Date sent to applicant)
_____	_____	(3) Form FSA 410-1, "Request For Direct Loan Assistance."
_____	_____	(4) If the application is from an entity (corporation, cooperative, partnership, joint operation, LLC, or trust):
_____	_____	(A) Complete list of all entity members including all persons involved in the entity showing address and percentage of co-ownership or beneficial interest.
_____	_____	(B) A current personal financial statement from each person involved in the entity.
_____	_____	(C) Bylaws, Articles of Incorporation, Partnership Agreement, Joint Operating Agreement, Articles of Incorporation, Operating Agreement, Trust Agreement, or Certification of Trust.
_____	_____	(D) If a corporation, registered partnership, or LLC, "Certificate of Current Registration" (Goodstanding) with Secretary of State's Office or equivalent copy of an internet business registry search.
_____	_____	(E) A resolution adopted by the board of directors, members, or stockholders authorizing specific officers of the corporation, cooperative, partnership, joint operation, or LLC managers to apply for and obtain the desired loan, and execute the required debt, security and other instruments.
_____	_____	(5) Form AD 1026A, attached to either Form AD 1026 or AD 1026-U and completed by FSA. Required only if changes have occurred on prior year's AD 1026 and 1026-U.
_____	_____	(6) Form SCS-CPA-26, "Highly Erodible Land and Wetland Conservation Determination," completed by NRCS for HEL and wetlands referrals required by Form AD 1026A. Location of SCS-CPA026:_____ Borrower Case File:_____ Tract File:_____
_____	_____	(7) "Authorization to Release Information," Exhibit 1 to Oregon Notice FLP-47, unless on file.
_____	_____	(8) Provide a credit report fee of \$_____ payable to FSA. (Required for new applicants)
_____	_____	(9) Form SF 3881, "ACH Vendor/Miscellaneous Payment Enrollment Form," voided check or SF-1199A, "Direct Deposit Sign-up Form," if already on file for electronic funds transfer disbursements.

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|-------|-------|--|
| _____ | _____ | (10) Form CCC-10, "Representations For CCC or FSA Loans and Authorization To File a Financing Statement and Related Documents," or FSA 1941-1 OR, "Representations For Loan and Authorization To File Financing Statements And Related Documents." |
|-------|-------|--|

**ADDITIONAL ITEMS THAT MAY BE REQUIRED BY THE CREDIT OFFICIAL**

- |       |       |            |
|-------|-------|------------|
| _____ | _____ | (11) _____ |
| _____ | _____ | (12) _____ |
| _____ | _____ | (13) _____ |
| _____ | _____ | (14) _____ |

After receipt of **ALL** completed forms and information required of the applicant and the credit report is received from the credit bureau, the application will be considered complete. The FSA approval or disapproval must be given within 60 days of this date.

**PART III FSA ACTION AFTER RECEIPT OF FORM FSA 410-1**

- | Date<br>Received | By<br>Whom | (Required for Lo-Doc OL Loan)   |
|------------------|------------|---|
| _____            | _____      | (1) When Form FSA 410-1 is received, complete Item 28 A of Form FSA 410-1 and enter in MAC.   |
| _____            | _____      | (2) Review ADPS civil rights database for listing & entitlement when priority consideration requested. Place copy of screen in applicant's file, Position 3.  |
| _____            | _____      | (3) Check Item 21 of Form FSA 410-1 for identified relationship or association with FSA employees. For those identified sent Guide Letter 1900-D-2.   |
| _____            | _____      | (4) Review the FSA computer databases to determine any previous debt forgiveness, past FSA loan history, and credit worthiness. Place copies of screens in applicant's file, Position 3. (Required for new applicants). Include the following:<br>_____ Current/past debt inquiry system<br>_____ Borrowers cross-reference inquiry system<br>_____ Farm Programs claims report |
| _____            | _____      | (5) CAIVRS report order for applicant(s) and all individual members of entities.  |
| _____            | _____      | (6) If all of the required application forms have NOT been received, send FmHA Guide Letter 1910-A-1(20 day letter) to the applicant and request forms and information needed within 10 days after receipt of an application.   |
| _____            | _____      | (7) If the necessary information is not received from the applicant within 20 calendar days after the date of the first notification of an incomplete application, send FmHA Guide Letter 1910-A-2 (10 day letter) (copy to DD) requesting the needed information for a complete application.   |
| _____            | _____      | (8) Obtain unofficial lien search on applicant, assumed business names, etc.  |
| _____            | _____      | (9) Obtain unofficial business registry search on assumed business names, entities, etc.  |

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|-------|-------|------|--|
| _____ | _____ | (10) | Order credit report (required for new applicants or in conjunction with 1951-S servicing request).                   |
| _____ | _____ | (11) | Credit report received, if ordered.  |
| _____ | _____ | (12) | CAIVRS report received. Place report(s) in Position 3 of the case file.  |
| _____ | _____ | (13) | Input required information on the EFT database system for electronic disbursements unless waived by credit official. |
| _____ | _____ | (14) | 14-day PreNote Status check for EFT disbursements.   |

**ADDITIONAL ITEMS THAT MAY BE REQUIRED BY THE CREDIT OFFICIAL**

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|-------|-------|------|---|
| _____ | _____ | (14) | Mail Form FSA 440-32, "Verification of Debts and Assets," to other creditors. Form FSA 440-32 is not required to be sent to a creditor when FSA has verified the debt and collateral by telephone and the phone call is documented on Form FSA 440-32. Nor are they required when the applicant provides a copy of the latest monthly statement from the creditor and all necessary information is on that statement. |
|-------|-------|------|---|

(Optional Tracking)  
Creditor Name

Date Form FSA 440-32 Returned

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**PART IV FSA ACTIONS AFTER RECEIPT OF COMPLETED APPLICATION**

After receipt of **ALL** completed forms and information required of the applicant and the credit report is received from the credit bureau, the application will be considered complete. FSA approval or disapproval must be given within 60 days of this date.

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|------------------|------------|--|
| Date<br>Received | By<br>Whom | (Required for Lo-Doc OL Loan)  |
| _____            | _____      | (1) Document here the date of complete application, post this date in MAC, and complete Item 28 B of Form FSA 410-1. <u>This is the date the last required document is received</u> including the verification of all debts. |
|                  |            | DATE OF COMPLETE APPLICATION: _____  |
| _____            | _____      | (2) Notify the applicant that a complete application has been received by sending FmHA Guide Letter 1910-A-3.  |

- \_\_\_\_\_ (3) Credit official to complete eligibility certification and borrower training requirements on Form FSA 440-2, "Certification or Recommendation," within 30 days of a complete application.
- \_\_\_\_\_ (4) Within 5 days after the eligibility determination, notify the applicant of the eligibility determination and training requirements.
- \_\_\_\_\_ (5) Date of Last Field Visit (one must have been done within the last year): \_\_\_\_\_
- \_\_\_\_\_ (6) Cross-check FSA records to verify DCP, LDP, MILC, and other FSA payments.
- \_\_\_\_\_ (7) For chattel loans: If debts are to be refinanced or if an initial applicant or if existing appraisal exceeds 2 years, prepare Form FmHA440-21, "Chattel Appraisal."
- \_\_\_\_\_ (8) Complete 5 year historical spreadsheet (Form FmHA-OR 1924-21, "Historical Income, Expenses, and Production," or equivalent). **Optional**
- \_\_\_\_\_ (9) For real estate secured loans with real estate as primary security, order a real estate appraisal.
- \_\_\_\_\_ (10) Real estate appraisal report received.
- \_\_\_\_\_ (11) Review and revise Form FmHA 431-2, "Farm and Home Plan," as needed with Applicant. Be sure it is complete, automated, signed, dated and contains key management practices.
- \_\_\_\_\_ (12) Obtain signatures and funds for lien filings and official searches (State/County) if approval appears likely.
- \_\_\_\_\_ (13) Complete written analysis of the feasibility of the operation by use of attached farm assessment including yields and prices.
- \_\_\_\_\_ (14) Document the availability of other credit through the use of Exhibit A to FmHA Instruction 1951-F.
- \_\_\_\_\_ (15) Complete record-keeping checklist (Exhibit 1 to Oregon Notice FC-16).
- \_\_\_\_\_ (16) Complete Form FmHA 1962-1, "Agreement For the Use of Proceeds/Release of Chattel Security." The period covered by the 1962-1 must match the period of Form FmHA 431-2, "Farm and Home Plan," and must be in ink.
- \_\_\_\_\_ (17) Prepare Form FmHA 1940-22, "Environmental Checklist for Categorical Exclusions." Complete Form FmHA 1940-21, "Environmental Assessment for Class 1 Action," or a Class II Assessment, if appropriate.
- \_\_\_\_\_ (18) Complete Environmental Justice review as required by Notice EQ-110 by including an attachment to Form FmHA 1940-1, "Request for Obligation of Funds," with the following statement if no adverse effect was found, "In completing the Environmental Justice compliance review for the proposed project, it was determined that there is no disproportionate high and adverse human health or environmental effects, including social and economic, of programs, policies, or activities on minority populations and low income populations including American Indian tribal populations."
- \_\_\_\_\_ (19) Prepare FEMA Form 81-93, Standard Flood Hazard Determination, for loans where real estate is taken as security (maybe attached to RE appraisal report.)
- \_\_\_\_\_ (20) Prepare and complete Form FSA 851, "Environmental Risk Survey Form," when real estate is taken as security.

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|-------|-------|------|--|
| _____ | _____ | (21) | Notify applicant of approval by sending Form FmHA 1940-1, "Request for Obligation of Funds." If disapproved, prepare letter with appeal rights. List security requirements and loan purpose on the back of Form FmHA 1940-1.                                     |
| _____ | _____ | (22) | If loan is approved, send Exhibit C of 1910-A, "Farmer Program Borrower Responsibilities."   |
| _____ | _____ | (23) | If highly erodible lands and wetlands are present, send Guide Letter 1940-G-1 to applicant with Form FmHA 1940-1.  |
| _____ | _____ | (24) | If loan funds are not available within 15 days of loan approval, write a letter to the applicant explaining the situation, advising that the application will be held until the funds are available. This letter must be sent by certified mail, return receipt. |
| _____ | _____ | (25) | Complete Form FSA 1924-23, "Agreement To Complete Training," if form not previously completed or waiver granted  |

**CLOSING REQUIREMENTS**

Date      Check if  
Obtained   Required

- \_\_\_\_\_ ( ) UCC-1 and EFS-1 (Secretary of State)  
 \_\_\_\_\_ ( ) Financing Statement (fixtures) UCC-1 (County)  
 \_\_\_\_\_ ( ) Financing Statement (fixtures) UCC-1 (Secretary of State)  
 \_\_\_\_\_ ( ) UCC and EFS Lien Search (Secretary of State) required if a lien search is not currently in the file, or any time that crops are added.  
 \_\_\_\_\_ ( ) Amend or Continue Financing Statement (Secretary of State)  
 \_\_\_\_\_ ( ) Amend or Continue Financing Statement (County)  
 \_\_\_\_\_ ( ) Crop Insurance/Assignment of Indemnity  
 \_\_\_\_\_ ( ) Update EFT database for electronic funds transfer  
 \_\_\_\_\_ ( ) Supervised Bank Account: Form RD 402-1, "Deposit Agreement," Signature Card, Blank Check Booklet, Deposit Slip and Check, RD FmHA 402-2, "Supervised Bank Account Sheet" (1902- A). Name of Bank \_\_\_\_\_  
 \_\_\_\_\_ ( ) Obtain Title to Vehicles, Trailers Specify: \_\_\_\_\_  
 \_\_\_\_\_ ( ) FSA Assignment Specify: \_\_\_\_\_ DCP \_\_\_\_\_ CRP \_\_\_\_\_ MILC \_\_\_\_\_ LDP \_\_\_\_\_ Other  
 \_\_\_\_\_ ( ) Obtain Brand Card for File  
 \_\_\_\_\_ ( ) Brand Certificate, Bill of Sale  
 \_\_\_\_\_ ( ) Machinery Bill of Sale  
 \_\_\_\_\_ ( ) Restructuring, Reamortization and Extension Agreement  
 \_\_\_\_\_ ( ) Preliminary Title Report  
 \_\_\_\_\_ ( ) Insurance: Fire and extended coverage ( ) Flood ( ) Chattels ( ) Other ( )  
 \_\_\_\_\_ ( ) Title Insurance (mortgagees policy)  
 \_\_\_\_\_ ( ) Form FmHA 426-2, "Property Insurance Mortgage Clause," or equivalent loss clause  
 \_\_\_\_\_ ( ) Form FSA 440-13, "Report of Lien Search" (County)  
 \_\_\_\_\_ ( ) Form FSA 440-4A, "Security Agreement"  
 \_\_\_\_\_ ( ) Form RD 440-15, "Security Agreement" (if no crops or livestock)  
 \_\_\_\_\_ ( ) Form FSA 441-5, "Subordination Agreement" if required from other lienholders to FSA  
 \_\_\_\_\_ ( ) Form FmHA 441-8, "Assignment of Proceeds from the Sale of Agricultural Products"  
 \_\_\_\_\_ ( ) Form FmHA 441-10, "Nondisturbance Agreement"  
 \_\_\_\_\_ ( ) Form FmHA 441-12, "Agreement for Disposition of Jointly Owned Property"  
 \_\_\_\_\_ ( ) Form FSA 441-18 "Consent to Payment of Proceeds from Sale of Agricultural Products"  
 \_\_\_\_\_ ( ) Form RD 441-25, "Dairy Assignment"  
                     Who Assignment to: \_\_\_\_\_  
                     Amount of Assignment: \$ \_\_\_\_\_  
 \_\_\_\_\_ ( ) Form FmHA 460-9, "Assumption Agreement – Same Terms Eligible Transferee"  
 \_\_\_\_\_ ( ) Form FmHA 1927-1 OR, "Real Estate Mortgage" (on all real property and fixtures)  
 \_\_\_\_\_ ( ) Form RD 1927-4, "Transmittal of Title Information"  
 \_\_\_\_\_ ( ) Form FSA-OR 1927-5, "Subordination Agreement in Favor of the Government"  
 \_\_\_\_\_ ( ) Form FSA-OR 1927-8, "Contract Modification"  
 \_\_\_\_\_ ( ) Form RD 1927-15, "Loan Closing Instructions/Loan Closing Statement"  
 \_\_\_\_\_ ( ) Form FSA 1940-17, "Promissory Note"  
 \_\_\_\_\_ ( ) Form FS 220-13, "Escrow Waiver of Term Grazing Privileges" (Forest Service permits)  
 \_\_\_\_\_ ( ) BLM Notice of Lienholders Interest (BLM permit)

**OTHER FORMS THAT MAY BE REQUIRED**

- \_\_\_\_\_ ( ) Form RD 440-9, "Supplementary Payment Agreement"  
 \_\_\_\_\_ ( ) Form FmHA 440-26, "Consent and Subordination Agreement"  
 \_\_\_\_\_ ( ) Form FSA 440-34, "Option to Purchase Real Property"



## Oregon Notice FLP-106

## Exhibit 2

- \_\_\_\_\_ ( ) Form FSA 440-35, "Acceptance of Option"
- \_\_\_\_\_ ( ) Form FmHA 440-58, "Estimate of Settlement Costs"
- \_\_\_\_\_ ( ) Form FSA 441-10, "Nondisturbance Agreement"
- \_\_\_\_\_ ( ) Form FSA 441-13, "Division of Income and Nondisturbance Agreement"
- \_\_\_\_\_ ( ) Form FSA 441-17, "Certification of Obligation to Landlord"
- \_\_\_\_\_ ( ) Form FSA 441-18 "Consent to Payment of Proceeds from Sale of Agricultural Products"
- \_\_\_\_\_ ( ) Form FmHA 443-16, "Assignment of Income from Real Estate Security"
- \_\_\_\_\_ ( ) Form FmHA 443-17, "Agreement to Sell Nonessential Real Estate"
- \_\_\_\_\_ ( ) Form RD 1940-20, "Request for Environmental Information"
- \_\_\_\_\_ ( ) Form FmHA 1940-21, "Environmental Assessment for Class I Action"
- \_\_\_\_\_ ( ) Form FSA 1940-38, "Request for Lender's Verification of Loan Application"
- \_\_\_\_\_ ( ) Form FmHA 1940-51, "Crop-Share-Cash-Farm Lease"
- \_\_\_\_\_ ( ) Form FmHA 1940-53, "Cash Farm Lease"
- \_\_\_\_\_ ( ) Form FmHA 1940-55, "Livestock-Share Farm Lease"
- \_\_\_\_\_ ( ) Form FSA 1940-56, "Annual Supplement to Farm Lease"
- \_\_\_\_\_ ( ) Form FmHA 1940-59, "Settlement Statement"
- \_\_\_\_\_ ( ) \_\_\_\_\_
- \_\_\_\_\_ ( ) \_\_\_\_\_
- \_\_\_\_\_ ( ) \_\_\_\_\_

### **FOLLOW UP AFTER CLOSING**

Date By  
Completed Whom

- \_\_\_\_\_ Post to Applicant Card (Closed)
- \_\_\_\_\_ Post and update MAC workload scheduling including follow-ups for analysis, LR reviews, UCC/EFS continuations, field visits, etc.
- \_\_\_\_\_ Post to MAC from supervision section of the Farm Assessment, Tables C & K of Farm & Home Plan, and the Running Record
- \_\_\_\_\_ Post Installment Information to MAC & management system card
- \_\_\_\_\_ Post to MAC for appraisals and reviews completed
  - Contracted RE appraisal WLS 5002 and review WLS 4077
  - Contracted chattel appraisal WLS 4061 and review WLS 4078
  - Agency RE appraisal WLS 4062 and review WLS 4077
  - Agency chattel appraisal WLS 4060
- \_\_\_\_\_ Follow up to obtain copies of termination statements
- \_\_\_\_\_ Follow up of Return of Vehicle Titles from DMV or Lienholders
- \_\_\_\_\_ Post MAC with 10 month follow up for new 1962-1 & management system card
- \_\_\_\_\_ Input 8M ADPS transaction (Limited Resource Review)
- \_\_\_\_\_ Complete Form FmHA 2006-20, "Classification of Loan" & input 8N ADPS transaction
- \_\_\_\_\_ Post Borrower Training Tally Card & MAC
- \_\_\_\_\_ Post Assessment Tally Card & MAC
- \_\_\_\_\_ Post Record Keeping Tally Card
- \_\_\_\_\_ Update civil rights database (State Office only)
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_

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